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19 March 1986

MEMORANDUM FOR THE RECORD

SUBJECT: The Office of Training and Education FY 1986 First Quarterly Review

1. The Office of Training and Education FY 1986 First Quarterly Review was held on 3 March 1986 at 1400 hours. [] opened the meeting with remarks concerning the IG recommendation to upgrade agency video productions. He showed a videotape entitled [] which was produced []. He noted that this particular production did not possess network-like quality, but it was well-done nonetheless. He commented that a classroom audience does not demand that level of professionalism and the DDA concurred.

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3. Next, [] addressed Curriculum Evaluation. According to [] is an expert in needs surveys and curriculum review.

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OTE curriculum review is a process which targets specific courses that no longer fulfill consumer needs (and therefore require an in-depth evaluation). This process led to the deletion of 17 courses in 1985-86. [] stated that one problem she has encountered in curriculum review is the lack of honest and serious course critiques. The DDA remarked that internal critiques might be the solution, since professional instructors are naturally good at administering criticism. [] then described the recent Directorate of Operations needs survey process, where every category of employee received a detailed questionnaire asking what skill/knowledge was needed to do their job

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and whether they thought training could help. The DDA asked [] if all these employees were truly able to identify their needs. [] answered the question by stating that OTE put stock in the survey responses because they tend to get very consistent replies within job categories with variations across the job categories. [] is currently assessing the data from the DO needs survey, which yielded 1500 responses.

4. At this point, [] gave a briefing on Secretarial Training. She indicated that the new secretarial training package, which contains 19 required courses, is not a solution by itself to the Agency's shortage of qualified secretarial personnel. She said that she is currently involved in an information program whereby her branch informs metropolitan high school and other business education teachers how to prepare their students for an Agency secretarial career. In addition, [] is putting together a forum which will enable Intelligence Community agencies to share methodology as far as the training practices of secretaries are concerned. Before concluding her portion of the session [] mentioned several other encouraging developments. For example, she recently managed to get two DO employees to come over to OTE as instructors (on rotation) and P&PD has begun work on a secretarial training brochure.

5. There was one additional segment [] and then the review session was adjourned.

Distribution:

- Orig - File
- 1 - D/OTE
- 1 - DDA Chrono
- 1 - DDA/MS Chrono

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AGENDA

OFFICE OF TRAINING AND EDUCATION

QUARTERLY PLANNING MEETING

FIRST QUARTER FY 1986

3 MARCH 1986

1400 HOURS, 1025 CofC

Introduction	<div></div> <div>D/OTE</div>	25X1
Foreign Language Training	<div></div> <div>C/LTD/OTE</div>	25X1
Curriculum Evaluation	<div></div> <div>ADC/PEDS/OTE</div>	25X1
Secretarial Training	<div></div> <div>C/SACTD/STB</div>	25X1
<div></div> <div>General Discussion</div>		25X1

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28 February 1986

MEMORANDUM FOR:

FROM:

SUBJECT:

Agenda for OTE Quarterly Meeting

Attached is the corrected agenda for the first quarter FY 1986 planning meeting. Per our conversation, everyone without the appropriate briefing clearance will have to leave the conference before the final presentation. Let me know if you or anyone else needs a parking spot. I will send you an updated set of our FY 86 milestones before the meeting. See you on 3 March at 1400 hours.

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ROUTING AND TRANSMITTAL SLIP

Date

2/27/86

To: (Name, office symbol, room number,
Building - Annex/Post)

Initials

Date

1.

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Steve,
For your files (or whatever
happens to these!) Updated
milestones thru the 1st quarter
FY 1986.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

OTE/PEOS

Phone No.

5041-102

OPTIONAL FORM 41 (REV. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

★ GPO : 1981 O - 361-529 (148)

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate Proposal to Shorten CTDC

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP

COMPLETE

1. Review CTDC portion of
85 CT program status report Sept 85

2. Based on review, reestab-
lish/rewrite CTDC objectives Sept 85

3. If justified by #1,
propose reduction in length
of CTDC X

4. Meet with C/CTD & CTD
staff to discuss shortened
course X

X

STAT

6. Meet with block chairman
of non-operational segments of
CTDC to discuss shortened
course X

7. Refine proposal to
shorten CTDC X

8. Present proposal to
Training Steering Committee X

9. Revise CTDC schedule in
response to Ex Com decision X 0

10. Implement new CTDC X 0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate and implement an automated computer system to provide biographic, locator, and training information on Career Trainees.

RESPONSIBLE OFFICER:

STAT

[illegible]

1. Review for status and content existing CT

NOMAD2 data base	0	X
------------------	---	---

2. Review 5 existing entry menus for content of data base: CT data, Bio Profile, Training Profile for classes and interims 1-4, Training Profile for classes and interims 5-8

$$0 \dashrightarrow 0$$

3. Retrain at least 3 employees in the use of the system.

$$0 \dashrightarrow 0$$

4. Meet with ASG/DI to revise existing system as required on VM

$$0 \dashrightarrow 0$$

5. Meet with OP reps to ensure data dump is timely

$$0 \dashrightarrow 0$$

6. Test system

$$0 \dashrightarrow 0$$

7. Implement system

$$0 \dashrightarrow 0$$

8. Evaluate utility

$$0 \dashrightarrow 0$$

9. Modify based on user requirements

$$0 \rightarrow 0$$

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Evaluate and revise as necessary DA Course for DA CTs (ACT)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review DA Course content for duplication of material available in other CT training courses. Eliminate as required.												
2. Review DA CTs course evals for ACT I. Eliminate ineffective presentations, field trips, lectures, etc. from ACT II												
3. Replace outside contractor course presentations with OTE resources if available												
4. Evaluate space used for ACT I. Modify as needed												
5. Implement ACT II												
6. Review student evals for ACT II												
7. Discuss DA office presentations with each component to evaluate content and effectiveness												

X

X

X

X

X

X

0 -----> 0

CONTINUED

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTD

OBJECTIVE: Continuation from previous page

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

8. Discuss ACT with senior DA management and solicit recommendations for improvement	0	----->										0
9. Eliminate ineffective field trips, presentations, lectures, etc from ACT III	0	----->										0
10. Evaluate classrooms used for ACT II. Modify as needed	0	----->										0
11. Implement ACT III							0	----->				0
12. Evaluate and revise ACT as necessary											0->	0

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O - Scheduled Completion
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OFFICE: OTE/CTD

OBJECTIVE: Educate host offices on characteristics of successful CT interim assignments

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ONGOING ACTIVITY -- DELETE OBJECTIVE

1. Review results of CTP
course Eval on interims SEPT 85

2. Remind interim managers of importance and mutual value of interims	0	0	0	0
---	---	---	---	---

3. Educate CT supervisors as to importance of serious and thoughtful interim evaluations	0	0	0	0
---	---	---	---	---

4. Monitor effectiveness of interims in all directorates	0	0	0	0
---	---	---	---	---

5. Work with host managers to identify successful interims and to avoid unsatisfactory assignments in the future	0	0	0	0
---	---	---	---	---

6. Continue adjusting interims when required mid- way through interim	0	0	0	0
---	---	---	---	---

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Develop Competency-based elective seminar(s) for executives.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify competency or competencies most responsive to training

X

2. Research for possible trng programs

X

Advertise in 1986 SIS interest survey & based upon response schedule pilot runnings in Spring

0

3. If using contractors, set criteria for selection

0

4. Solicit bids & designs

0

5. Contract & run pilot

0 ---->0

6. Evaluate

0 ---->0

The targeted competencies are: briefing skills and negotiation skills as pilot programs. These will be offered in late spring if there is sufficient SIS interest based on SIS survey to be conducted in March.

6. Evaluate

0

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OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop documentation for all ATB courses

RESPONSIBLE OFFICER: Course directors

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Course directors report on present status			X									
2. Determine resources required						X						
3. Develop action plan						0						
4. Implement plan										0		

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Computerize ATB course and instructor schedules

RESPONSIBLE OFFICER: Training Assistants/Branch Chief

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE -- BEING DONE BY TSD												
1. Identify information needed												
2. Identify system/software to be used												
3. Input data and test system												
4. Training branch on use												
5. Implement system												

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Make course preparation more efficient and effective

RESPONSIBLE OFFICER: Course directors

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE -- NORMAL ONGOING ACTIVITIES

1. Develop a more team-spirited approach to preparing for and conducting courses

ALL YEAR

2. Identify action step for improving the process

0

3. Assign responsibilities and implement idea

0

4. Computerize course materials

0

5. Develop PERT charts for each course

0

6. Evaluate actions and refine process

0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop new course materials

RESPONSIBLE OFFICER: Course directors/Branch Chief

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE -- ONGOING ACTIVITIES

1. Identify course segments and materials which need revising/updating												
				0								
2. Identify resources (people and materials)												
3. Let contracts and/or negotiate assignment of MT-careerist												
4. Acquire reference materials												
5. Develop new materials												
6. Introduce on experimental basis												
7. Modify based on feedback and introduce accordingly												

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Develop a Senior Branch Chief Seminar

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|---|--------|--|--|--|--|--|--|--|--|--|---|
| 1. DI & OTE approval | 0 | -----> | | | | | | | | | | 0 |
| 2. Curriculum committee approval of design and development plan | | | | | | | | | | | | |
| 3. Carryout actin steps with DI involvement at all phases | | | | | | | | | | | | |
| 4. Course design and content reviewed by Curriculum Committee | | | | | | | | | | | | |
| 5. Conduct pilot running | | | | | | | | | | | | |
| 6. Re-assess and report suggested design modifications to Curriculum Committee in preparation for 2nd running | | | | | | | | | | | | |

THIS OBJECTIVE HAS BEEN OVERTAKEN BY THE DI'S ON-GOING REVIEW OF BRANCH CHIEF TRAINING REQUIREMENTS AND METHODS. IT WILL BE JULY BEFORE WE GET A RELIABLE FIX ON HOW THE DI WISHES TO PROCEED.

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Conduct Analysis Training Curriculum Review Conferences

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|---|--------|---|--|--|--|---|--------|---|--------|---|------|
| 1. Conduct second session of series | 0 | -----> | X | | | | | | | | | |
| 2. Follow-up papers due from consultants | 0 | -----> | 0 | | | | | | | | | |
| 3. Report results to Curriculum Committee, DDI, and DTE | 0 | -----> | 0 | | | | | | | | | |
| 4. Prepare papers on course to be reviewed for third session in series | | | | | | | 0 | ----> | 0 | | | |
| 5. Conduct third conference | | | | | | | 0 | -----> | 0 | | | |
| 6. Follow-up papers due from consultants | | | | | | | | | 0 | -----> | 0 | |
| 7. Report results to DDI & OTE | | | | | | | | | | | 0 | -->0 |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/ATB

OBJECTIVE: Integrate computer applications into ATB courses

RESPONSIBLE OFFICER: Course directors STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain hardware and ATB access to system							0					
2. Train ATB personnel on use of system										0		
3. Identify segments which should use computer										0		
4. Introduce applications incrementally												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Automating course materials for ITCIA

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|---|--|--|---|---|--|--|--|--|--|
| 1. Consult with ISTD on most efficient way to produce an updatable, on-line survival handbook for ITCIA | | | 0 | | | X | | | | | | |
| 2. Research and write handbook | | | | | | 0 | | | | | | |
| 3. Test run in February ITCIA | | | | | | | 0 | | | | | |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Survey available software on problem solving

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE -- SOFTWARE NOT AVAILABLE

1. Branch identification of software needs by course	0											
2. Coordination with CBTG		0										
3. Testing of demonstrator software					0							
4. Purchase of software						0						
5. Integration into AIAPS as pilot effort in Spring 86											0	

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Establish a domestic field trip in the Midcareer Course

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

	COMPLETE											
1. Research sites	0											
2. Consult with STOs and Directorates on alternatives for visits	0											
3. Develop alternative lists of field trips	0											
4. Curriculum committee approval	0											
5. Conduct experimental field trip in Nov. running of MCC		0										
6. Evaluate results for future MCCs				X								

Completed after second trip in November. Was able to successfully integrate into curriculum design in support of organizational theory segments. Now a regularly scheduled part of Midcareer, fully supported by the components.

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Secure ASTD/OD Network membership for PDB staff

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED

QUARTER 1
OCT NOV DEC

QUARTER 2
JAN FEB MAR

QUARTER 3
APR MAY JUN

QUARTER 4
JUL AUG SEP

1. Review the various training related associations and ID how we can get the best cross-section of memberships to address branch requirements

Decided to use OTE's membership subscription
to cover conference registrations, etc. This
has worked well and saved money over
X individual memberships

2. Coordinate branch membership in these

organizations and control
funding

0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/LDD

OBJECTIVE: Develop, design and test run pilot of Agency issues: Applied
Problem Solving

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE

- | | | | | | | | | | | | | |
|--|---|--|--|---|---|---|--|--|--|--|--|--|
| 1. Present curriculum committee with proposal and survey plan for Directorates | 0 | | | | | | | | | | | |
| 2. Survey Directorates IOT determine interest, target population, course goals, and criteria for success | 0 | | | | | | | | | | | |
| 3. Report findings to curriculum committee and brief course concept | 0 | | | | | | | | | | | |
| 4. Design course | | | | 0 | | | | | | | | |
| 5. Present pilot running | | | | | 0 | | | | | | | |
| 6. Evaluate | | | | | | 0 | | | | | | |

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/PDB/TIB

OBJECTIVE: DS&T Computer-Based Training Feasibility Study

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

	ENTIRE OBJECTIVE ON HOLD											
1. DS&T and approval	O											
2. Needs assessment			O									
3. Objectives defined			O									
4. Requirements document produced				O								
5. DS&T and OTE review					O							
6. Survey of potential vendors and sources							O					
7. RFP issued								O				
8. Proposals received										O		
9. Recommendations to DS&T and OTE											O	
10. Final Decision												O

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Develop course on managing a multi-cultural workforce for DS&T

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE

1. DDS&T & OTE approval	0											
2. Course director selected		0										
3. Needs assessment			0									
4. Course outline review by OTE (PDR)				0								
5. Course statement of purpose and objectives					0							
6. Course content developed							0					
7. DS&T Review (CDR)								0				
8. OTE Curriculum Committee									0			
9. Course materials completed										0		
10. Initial running											0	

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct new course: Technology Transfer

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--------------------------------|---|--|---|--|--|---|--------|---|--------|---|--|--|
| 1. OTE approval | 0 | | | | | | | | | | | |
| 2. Needs assessment | | | 0 | | | | | | | | | |
| 3. Curriculum Committee review | | | 0 | | | | | | | | | |
| 4. Design Course | | | | | | 0 | -----> | 0 | | | | |
| 5. Curriculum Committee review | | | | | | 0 | -----> | 0 | | | | |
| 6. Conduct first course | | | | | | | | 0 | -----> | 0 | | |

STAT

All activities contingent upon contract approval in May

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct English language version of Soviet Realities Course

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--------------------------------|---|--|---|--|--|---|---|--|--|--|---|--|
| 1. OTE Approval | 0 | | | | | | | | | | | |
| 2. Needs Assessment | | | 0 | | | | | | | | | |
| 3. Curriculum Committee review | | | 0 | | | | | | | | | |
| 4. Design course | | | | | | 0 | | | | | | |
| 5. Curriculum Committee review | | | | | | 0 | | | | | | |
| 6. Conduct first course | | | | | | | 0 | | | | | |
| 7. Conduct second course | | | | | | | | | | | 0 | |

D/OTE has directed to design course as part of Soviet Realities Institute. Skip steps 1 - 3. Step 4 on schedule

STAT

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Develop new program: Economic Training

RESPONSIBLE OFFICER: DI rotatee to be identified

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

COMPLETED

1. OTE/DI approval	X											
2. Select course director	X											
3. Needs assessment				X	O							
4. Curriculum Committee review				X	O							
5. Design course				X			O					
6. Curriculum Committee review				X			O					
7. Conduct first course				X			O					

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ITD/TIB

OBJECTIVE: Conduct series of Area-oriented courses identified from FY85
needs assessment

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Curriculum Committee approval of plan from FY 85	0	----->						0				
2. Develop course				0	----->						0	
3. Pilot running of first course						0						
4. Evaluation program												0

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UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/IT/TIB

OBJECTIVE: Identify topics and potential audiences for Advanced Training
in Military Analysis

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|---|--|--|---|---|---|--|--|---|---|
| 1. Develop preliminary list of topics | | | X | | | | | | | | | |
| 2. Conduct survey | | | | | | 0 | | | | | | |
| 3. Select highest priority topics | | | | | | 0 | | | | | | |
| 4. Identify needed resources materials | | | | | | | 0 | | | | | |
| 5. Prepare course, seminar, or topic outlines | | | | | | | | 0 | | | | |
| 6. Develop content | | | | | | | | | | | 0 | |
| 7. Schedule sessions | | | | | | | | | | | | 0 |

UNCLASSIFIED

Page Denied

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Wang Telecommunications Course

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Self study video being done in house

Design & Develop 1/2 day workshop on Wang Telecommunications 0 -----> 0

Obtain curriculum Committee Approval & issue OTE flyer 0 ----> 0

Present first course running 0

Begin schedule of once a month Presentation--video to be available in self study center 0 -----> 0

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: SAFE2 Training

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Receive SAFE2 training materials from contractor						X						
--	--	--	--	--	--	---	--	--	--	--	--	--

Validate/revise SAFE2 courseware			X									
----------------------------------	--	--	---	--	--	--	--	--	--	--	--	--

Deliver first SAFE2 new user's course						X						
---------------------------------------	--	--	--	--	--	---	--	--	--	--	--	--

Complete delivering SAFE2 training to 300 new SAFE2 users									0	----->		
---	--	--	--	--	--	--	--	--	---	--------	--	--

Deliver first SAFE1 to SAFE2 class									0	----->		
------------------------------------	--	--	--	--	--	--	--	--	---	--------	--	--

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Evaluate Computer Graphics Training Needs
and begin to address them

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE DUE TO LACK OF GRAPHICS EQUIPMENT AND PORTS

Conduct user needs assessment												0
Determine any applicable OIT hardware constraints												0
Verify compatibilities of OIT supported/recommended software and hardware												0
Draft report and brief findings to OTE Curriculum Committee												0
Design graphics course to meet user's needs												0

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Develop computer-based proficiency tests
for Introduction to AIM and
NOMAD2 Applications Development

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Develop computer-based proficiency test for Introduction to AIM assessment	0	----	>	0
--	---	------	---	---

Develop computer-based proficiency test for NOMAD2 Application Development												0
--	--	--	--	--	--	--	--	--	--	--	--	---

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Working with C/CBTG, begin delivery of CBT
courses on VM and IBM Personal Computers

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Determine procedures
to enroll, assist and
test CBT students

0 -----> 0

Offer CBT SAS
on VM

0 -----> 0

Offer CBT AIM on VM

0 -----> 0

Offer CBT NOMAD2
on VM

0 -----> 0

Offer CBT Introduction
to ADP on both VM and PCs

0 -----> 0

Offer CBT courses
on selected PC software
packages (DOS,
LOTUS 123, etc.)

X

Offer CBT Fundamentals
of VM on VM

0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ISTD

OBJECTIVE: Design and implement a program for training employees
on the use of Personal Computers

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Determine PC training needs			0	----->0						0		
Devise a plan to satisfy the needs					0	----->0					0	
Present plan for OTE Curriculum Committee approval					0	----->0						
Conduct pilot runnings of first PC course						0	----->0					
Offer regular runnings of PC courses							0	----->			FY 87	
Review and revise as necessary the PC courses										0	-----> FY 87	

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: To upgrade LS positions and restructure TO

RESPONSIBLE OFFICER:

STAT

[illegible]

- | | | | |
|----|---|---|---|
| 1. | Write position description
(PD) for benchmark GS-12
Language Instructor
position. | X | |
| 2. | Submit GS-12 PD to OTE Pers
for review and comment. | X | |
| 3. | Have PMCD review GS-12 PD
unofficially. | X | |
| 4. | Write PD's for GS-9, 10,12
Language Instructor positions. | | X |
| 5. | Have OTE Pers review and comment. | | X |
| 6. | Submit fully documented upgraded
TO to DTE for approval (Feb). | | 0 |
| 7. | Submit entire PD package to PMCD
for review (including PD's for
Training Assistant and Registrar. | | 0 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion

X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Complete ORD. [] Develop a pilot program with
 ORD. [] to do a Spanish interactive videodisc pilot
 project videodisc for beginners Spanish

STAT

STAT

RESPONSIBLE OFFICER: []

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Preview all on-line materials and provide recommendations for final changes/additions/deletions.			X									
2. Design additional material, write scripts and tape them.			X									
3. Prepare achievement tests for each lesson or activity.							0	----->	0			
4. Prepare field test.							0	----->	0			
5. Field test with sample Agency population.									0	----->	0	
6. Study results of field test.									0	----->	0	
7. Field test the Exito program with regularly enrolled LTD students.											0	
8. Analyze second field test results.											0	
9. Adjust program according to analysis.												0
10. Implement project into the Spanish curriculum.												0

UNCLASSIFIED

UNCLASSIFIED

OFFICE: LTD/OTE

O - Scheduled Completion

X - Actual Completion

OBJECTIVE: Develop an instrument that can supply student feedback to the instructors on the effectiveness of their teaching.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

-
- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Develop a student evaluation form. | | | | | | | | | | | | X |
| 2. Get input from language section chiefs, coordinators, linguists on the project. | | | | | | | | | | | | X |
| 3. Have psychological services division assess evaluation form. | | | | | | | | | | | | 0 |
| 4. Get additional input from representative sample of LTD instructors. | | | | | | | | | | | | 0 |
| 5. Develop necessary Computer Programing. | | | | | | | | | | | | 0 |
| 6. Implement evaluation form. | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion

X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop Survival Level Course in Turkish

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Meet with department chiefs and language coordinators to discuss the "Survival" concept and develop a working plan.

X

2. Brief instructors on "Survival" rationale and developmental procedures.

X

3. Determine course content
write objectives.

X

4. Develop course.

X

5. Type course material.

X

6. Have illustrations made to accompany lessons.

0

7. Run pilot survival course.

0

8. Evaluate and calibrate pilot course.

Next FY

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop a Proficiency or Skill Oriented Language
Teaching Curriculum

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE UNTIL STAFF AVAILABLE

- | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|---------|
| 1. Brief pertinent LS
instructors about what this
type of curriculum means. | | | | | | | | | | | | | 0 |
| 2. Develop a proficiency or
skill oriented curriculum
in one language. | | | | | | | | | | | | | 0 |
| 3. Experiment with and refine
pilot project in the
classroom. | | | | | | | | | | | | | 0 |
| 4. Study the results of the
experiment. | | | | | | | | | | | | | 0 |
| 5. If results are positive,
develop a proficiency or
skill oriented curriculum
in five major languages. | | | | | | | | | | | | | Next FY |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop a Spanish videodisc to complete the ORD
pilot program.

STAT

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Design the lessons to complete project.

0
2. Develop exercises.

0
3. Write scripts.

0
4. Tape scripts.

Next FY
5. Develop the software.

Next FY

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop videodisc program in French Survival Course.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Design instructional materials for the French videodisc. | | | | | | | | | | | | 0 |
| 2. Develop exercises. | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Danish Reading Proficiency test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|---|---|---|---|--|---|---|---|---|---|
| 1. Complete drafting of sufficient test items. | | | X | | | | | | | | | |
| 2. Review test items. | | | | X | | | | | | | | |
| 3. Print field test version. | | | | | X | | | | | | | |
| 4. Select field test candidates. | | | | | | 0 | | | | | | |
| 5. Administer field test version and standard test. | | | | | | | | 0 | | | | |
| 6. Analyze results of field test and report results to candidates. | | | | | | | | | 0 | | | |
| 7. Eliminate or repair faulty items. | | | | | | | | | | 0 | | |
| 8. Design conversion scale. | | | | | | | | | | | 0 | |
| 9. Print and implement new test. | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Dutch Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| 1. Complete drafting of sufficient test items. | | | | | | | | | | | | 0 |
| 2. Review test items. | | | | | | | | | | | | 0 |
| 3. Print field test version. | | | | | | | | | | | | FY-87 |
| 4. Select field test candidates. | | | | | | | | | | | | FY-87 |
| 5. Administer field test version and standard test. | | | | | | | | | | | | FY-87 |
| 6. Analyze results of field test and report results to candidates. | | | | | | | | | | | | FY-87 |
| 7. Eliminate or repair faulty items. | | | | | | | | | | | | FY-87 |
| 8. Design conversion scale. | | | | | | | | | | | | FY-87 |
| 9. Print and implement new test. | | | | | | | | | | | | FY-87 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of German Recorded Listening proficiency Test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

	DELETE OBJECTIVE											
1. Write all test items.												0
2. Review and select test items for inclusion in field test version.												0
3. Field test.												0
4. Analyze results.												0
5. Eliminate or repair faulty items.												0
6. Implement new test.												0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Norwegian Reading Proficiency test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.						X						
2. Review test items.							X					
3. Print field test version.								X				
4. Select field test candidates.									0			
5. Administer field test version and standard test.										0		
6. Analyze results of field test and report results to candidates.											0	
7. Eliminate or repair faulty items.												0
8. Design conversion scale.												FY-87
9. Print and implement new test.												FY-87

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Swedish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|---|---|--|--|---|---|---|
| 1. Complete drafting of sufficient test items. | | | | | | X | | | | | | |
| 2. Review test items. | | | | | | | | | | | | X |
| 3. Print field test version. | | | | | | | X | | | | | |
| 4. Select field test candidates. | | | | | | | | | | | | 0 |
| 5. Administer field test version and standard test. | | | | | | | | | | 0 | | |
| 6. Analyze results of field test and report results to candidates. | | | | | | | | | | | 0 | |
| 7. Eliminate or repair faulty items. | | | | | | | | | | | | 0 |
| 8. Design conversion scale. | | | | | | | | | | | | 0 |
| 9. Print and implement new test. | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Polish Recorded Listening Proficiency Test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE

1. Write all test items.	0											
2. Review and select test items for inclusion in field test version.				0								
3. Field test.							0					
4. Analyze results.								0				
5. Eliminate or repair faulty items.											0	
6. Implement new test.												0

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Spanish Recorded Listening Proficiency Test
(Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE

1. Write all test items.
2. Review and select test items for inclusion in field test version.

0
3. Field test.

0
4. Analyze results.

0
5. Eliminate or repair faulty items.

0
6. Implement new test.

0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Restructuring of Test Related Workshops

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE

A. Plan and organize Achievement Test Workshop:												
1. Review literature.						0						
2. Produce prototype versions of achievement tests in English.									0			
3. Schedule Workshops.											0	
B. Plan and organize Item Writing Workshop:												
1. Review literature.									0			
2. Produce prototype versions of items in English.										0		
3. Schedule Workshops.												0

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Write and implement sets of operational role-playing scenarios
to be used in Oral Proficiency Tests

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. Complete writing of 70-100 operational scenarios and submit to DO Language Committee for revision. | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 2. Train specific testers in each language on administration and scoring. | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 3. Implement in all languages. | | | | | | | | | | | | |
| | | | | | | | | | | | | |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Establish the correlation between global proficiency scores
and individual factor scores.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | |
|--|---|-----------|--|
| 1. Obtain a data base. | 0 | ----->0 | |
| 2. Compute the correlation coefficient between global proficiency scores and each of the individual factor scores. | 0 | -----> 0 | |
| 3. Interpret the results obtained from the data. | | 0 ----->0 | |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Indonesian Reading Proficiency test
(Multiple - Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1 OCT NOV DEC	QUARTER 2 JAN FEB MAR	QUARTER 3 APR MAY JUN	QUARTER 4 JUL AUG SEP
1. Complete drafting of sufficient test items.	0	----->	0	
2. Review test items.		0	----->	0
3. Print field test version.			0	----->0
4. Select field test candidates.			0	----->0
5. Administer field test version and standard test.				0----->0
6. Analyze results of field test and report results to candidates.				FY 87
7. Eliminate or repair faulty items.				FY 87
8. Design conversion scale.				FY 87
9. Print and implement new test.				FY 87

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Redesign Language Use Questionnaire and Analyze

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ENTIRE OBJECTIVE DELAYED UNTIL 4TH QTR and FY 87

- | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Based on Analysis of
FY 82 84 questionnaires,
redesign same. | | | | | | | | | | | | | 0 |
| 2. Study feasibility of
computerizing for analysis. | | | | | | | | | | | | | 0 |
| 3. Ensure adequate distribution
of questionnaire in HQS area
and overseas. | | | | | | | | | | | | | 0 |
| 4. Analyze results. | | | | | | | | | | | | | 0 |
| 5. Put mechanism in place
to ensure annual distribution
and analysis. | | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Develop computer mediated Reading Proficiency Tests

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE -- LACK OF FEASIBLE TECHNOLOGY

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|---|--|--|--|--|--|-------|
| 1. Consult with other government agencies and academia on best software available. | | | | | | X | | | | | | |
| 2. Determine need to contract out for development of software. | | | | | | | | | | | | 0 |
| 3. Decide on a suitable hardware. | | | | | | | | | | | | 0 |
| 4. Develop software or implement existing one. | | | | | | | | | | | | 0 |
| 5. Field test software. | | | | | | | | | | | | FY 87 |
| 6. Purchase hardware. | | | | | | | | | | | | FY 87 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Correlation Study Between MLAT scores and End of Training Scores

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|-----------|
| 1. Compile data for FY79-FY85. | | | | | | | | | | | | X |
| 2. Input data in VM. | | | | | | | | | | | | X |
| 3. Analyze using SAS. | | | | | | | | | | | | 0-----> 0 |
| 4. Report on results. | | | | | | | | | | | | 0 ----->0 |
| 5. Determine MLAT's predictability based on language difficulty level. | | | | | | | | | | | | 0----->0 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Greek Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| 1. Complete drafting of sufficient test items. | | | | | | | | | | | | 0 |
| 2. Review test items. | | | | | | | | | | | | 0 |
| 3. Print field test version. | | | | | | | | | | | | 0 |
| 4. Select field test candidates. | | | | | | | | | | | | 0 |
| 5. Administer field test version and standard test. | | | | | | | | | | | | FY 87 |
| 6. Analyze results of field test and report results to candidates. | | | | | | | | | | | | FY 87 |
| 7. Eliminate or repair faulty items. | | | | | | | | | | | | FY 87 |
| 8. Design conversion scale. | | | | | | | | | | | | FY 87 |
| 9. Print and implement new test. | | | | | | | | | | | | FY 87 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Turkish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ENTIRE OBJECTIVE DELAYED TWO QTRS												
1. Complete drafting of sufficient test items.			0									
2. Review test items.						0						
3. Print field test version.							0					
4. Select field test candidates.								0				
5. Administer field test version and standard test.									0			
6. Analyze results of field test and report results to candidates.										0		
7. Eliminate or repair faulty items.											0	
8. Design conversion scale.												0
9. Print and implement new test.												0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Chinese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.			X									
2. Review test items.						X						
3. Print field test version.						X						
4. Select field test candidates.				0	----->	0						
5. Administer field test version and standard test.							0	----->	0			
6. Analyze results of field test and report results to candidates.									0	----->	0	
7. Eliminate or repair faulty items.									0	----->	0	
8. Design conversion scale.										0	----->	0
9. Print and implement new test.											0	----->

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Korean Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | | |
|--|---|--------|--|---|--------|--|---|--------|--|--|--|---|---|
| 1. Analyze results of field test and report results to candidates. | 0 | -----> | | | | | | | | | | 0 | |
| 2. Eliminate or repair faulty items. | 0 | -----> | | | | | | | | | | 0 | |
| 3. Design conversion scale. | | | | 0 | -----> | | | | | | | | 0 |
| 4. Print and implement new test. | | | | | | | 0 | -----> | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Persian Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|---|--------|---|--------|--------|-------|
| 1. Complete drafting of sufficient test items. | | | | | | | 0 | -----> | 0 | | | |
| 2. Review test items. | | | | | | | 0 | -----> | 0 | | | |
| 3. Print field test version. | | | | | | | | | 0 | -----> | 0 | |
| 4. Select field test candidates. | | | | | | | | | | 0 | -----> | 0 |
| 5. Administer field test version and standard test. | | | | | | | | | | | | FY 87 |
| 6. Analyze results of field test and report results to candidates. | | | | | | | | | | | | FY 87 |
| 7. Eliminate or repair faulty items. | | | | | | | | | | | | FY 87 |
| 8. Design conversion scale. | | | | | | | | | | | | FY 87 |
| 9. Print and implement new test. | | | | | | | | | | | | FY 87 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Vietnamese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELAY ENTIRE OBJECTIVE UNTIL 4TH QTR & FY 87

1. Complete drafting of sufficient test items.	0																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Portuguese Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
OCT NOV DEC	JAN FEB MAR	APR MAY JUN	JUL AUG SEP

DELAY ENTIRE OBJECTIVE UNTIL 4TH QTR & FY 87

- | | | | |
|----|---|---|-------|
| 1. | Complete drafting of
sufficient test items. | 0 | |
| 2. | Review test items. | 0 | |
| 3. | Print field test
version. | 0 | |
| 4. | Select field test
candidates. | 0 | |
| 5. | Administer field test
version and standard
test. | | 0 |
| 6. | Analyze results of
field test and report
results to candidates. | | 0 |
| 7. | Eliminate or repair faulty
items. | | FY 87 |
| 8. | Design conversion scale. | | FY 87 |
| 9. | Print and implement new
test. | | FY 87 |

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: LTD/OTE

OBJECTIVE: Development of Finnish Reading Proficiency test (Multiple-Choice Format)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete drafting of sufficient test items.									0			
2. Review test items.										0		
3. Print field test version.												0
4. Select field test candidates.												FY-87
5. Administer field test version and standard test.												FY-87
6. Analyze results of field test and report results to candidates.												FY-87
7. Eliminate or repair faulty items.												FY-87
8. Design conversion scale.												FY-87
9. Print and implement new test.												FY-87

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Review entire OTE curriculum and select 10 to 20 percent for evaluation

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|---|--|--|---|--|--|--|---|--|---|
| 1. Review curriculum | | | 0 | | | | | | | | | |
| 2. Identify courses for evaluation | | | | | | 0 | | | | | | |
| 3. Conduct evaluations | | | | | | | | | | 0 | | |
| 4. Recommendations for change or deletion from curriculum | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Establish training trainers program for OTE instructors to implement OTE competency-based program

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop courses (basic)						X						
2. Pilot runnings:												
-supervisors workshop				X								
-survival course							0----->		0			
-presentational skills (with certification)								0				
-design workshop										0 ----->	0	
3. Develop intermediate courses												0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Establish a planning, evaluation and curriculum development staff

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|-----------------------------------|--|--|---|--|--|---|--|--|---|--|---|--|
| 1. D/OTE approval | | | X | | | | | | | | | |
| 2. Request positions from DDA (3) | | | | | | X | | | | | | |
| 3. Recruit/Hire | | | | | | | | | 0 | | | |
| 4. Position descriptions | | | | | | | | | 0 | | | |
| 5. Assign duties | | | | | | | | | | | 0 | |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Conduct training need surveys and reports to OTE, related offices
on ADD steering committee

RESPONSIBLE OFFICER: ADC

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. DO survey complete						0						
2. DA survey									0			
3. OP recruiters			X									
4. OF complete					X							
5. OL complete								0				
6. EEO training complete								0				
7. Mgt. training									0			
8. Off Campus Program recommendation to ADD's					X				0			
9. Regional studies program									0			
10. S&T needs assessment on multi-cultural training											0	

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADC

OBJECTIVE: Determine quantity and type of training conducted by other
Agency components (Component-conducted training report)

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Obtain DTE approval

0 -----> 0
2. Conduct program call
for component data

0 -----> 0
3. Analyze results

0 ----->
4. Publish paper for ADD
steering committee review

0 ----->

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CBTG

OBJECTIVE: Develop courseware delivery procedure for VM3

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Initiate procurement of Phoenix for VM3			X									
Draft delivery procedure for discussion			X									
Install Phoenix on VM3						X						
Test procedures for courseware delivery												
Announce CBT capability												
Implement courseware delivery												

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CBTG

OBJECTIVE: Deliver AIM course on VM3

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

Complete coding of all units	0	----->	0
Test-run units for de-bugging	0	----->	0
Announce AIM course to consumers	0	----->	0
Implement course in delivery mode	0	----->	0

UNCLASSIFIED

Page Denied

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Audiovisual Section

OBJECTIVE: Upgrade audiovisual equipment used in classrooms

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Survey areas of need | | | | | | | | | | | | X |
| 2. Itemize equipment needs
and cost factors involved | | | | | | | | | | | | X |
| 3. Purchase needed equipment | | | | | | | | | | | | 0 |

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Complete outside video requirements

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Complete outside video requirements												X
---	--	--	--	--	--	--	--	--	--	--	--	---

(MPB memo dated 26 September 1985)

UNCLASSIFIED

UNCLASSIFIED

0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Prepare TB Section to provide increased support to OTE efforts
in interactive video and CBT

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Work along with commercial
company involved with
"Surveillance" project in an
effort to upgrade skills for
assumption of similar support
tasks in the future

0

2. Identify both training
and individuals for CBT
productions of the future

0

3. Identify both equipment
and costs for in-house assumption
of CBT video support tasks

0

UNCLASSIFIED

UNCLASSIFIED

O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Television Section

OBJECTIVE: Improve quality of delivery of TV products

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|----------|--|--|--|--|--|--|--|--|--|--|---|
| | COMPLETE | | | | | | | | | | | |
| 1. Develop contracts with clients during concept development stage | | | | | | | | | | | | X |
| 2. Develop in-office script review process which will involved ADC. | | | | | | | | | | | | X |
| 3. Consider hiring external consultants for those productions which will be disseminated beyond OTE classrooms. Develop a pool of union rated professional actors for these productions. | | | | | | | | | | | | X |
| 4. Develop a panel review of finished TB products. Approval by the Curriculum Committee is essential prior to submission to both D/OTE and client. | | | | | | | | | | | | X |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Language Lab

OBJECTIVE: Improve Language Lab

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Hire an additional part-time employee				X					0			
2. Replace worn out equipment				X								

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE

OBJECTIVE: Enhance capability to support curriculum

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

COMPLETE

1. Consult with OTE Curriculum Committee												X
2. Examine staffing and resources												X

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O - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE Learning Center

OBJECTIVE: Increase scope of services offered at Learning Center

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- COMPLETE
1. Investigate the use of multi-purpose furniture, and submit findings on amount needed and related cost

X
2. See to the installation

X
3. Make both commercial and Agency developed software/courseware available to Learning Center Users

X

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0 - Scheduled Completion
X - Actual Completion

OFFICE: MPB/ADC/OTE

OBJECTIVE: Improve service and product quality of Graphics Section

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Investigate computer graphic equipment uses, and submit purchase recommendations

0 ----->0
2. Investigate color reproduction equipment uses, and submit purchase recommendations

0-->0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Perform a management training curriculum review

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. First draft question- naire			X									
2. Final draft to ADC				X								
3. Mail questionnaires				X								
4. Questionnaires returned				X								

REMAINING ACTIVITIES SLIP AT LEAST ONE QUARTER

5. Data analysis												0
6. Report results to ADC												0
7. DTE decision on panel-- to consult with advisory committee												0
8. Select panel & outside representative												0
9. Program & course descriptions & questionnaire results to panel												0
10. Panel evaluation												0
11. Presentation to curriculum committee												0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Conduct EEO curriculum review. Include EEO content in OTE courses

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Panel review (include NSA rep)												0
2. Presentation to Curriculum Committee												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/MATD/MTB

OBJECTIVE: Develop overseas management training course.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Determine need for O/S management course			X									
2. Present draft outline of O/S course to ADC						0			X			
3. Present proposal to Curriculum Committee						0	----->			0		
4. Deliver course overseas -- 9 runnings								3	3			3
5. Report to Curriculum Committee										0<-----		0

UNCLASSIFIED

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/SACTD/STB

OBJECTIVE: Implement recommendations on secretarial training program

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Conduct "Professional
Office Protocol Course

a. Evaluate & select
contractors & sites

X

b. Conduct 2 pilot
runnings

0--> 0

c. Assess, make
recommendations

0--->0

2. Conduct Intelligence
Issues Course

a. Design course in
cooperation with IT

0-----> 0

b. Obtain approval from
Curriculum Committee

0-----> 0

c. Develop course

0 ----> 0

d. Conduct 2 pilots

0 0----->0

e. Assess, make
recommendations

0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/SACTD/ASB

OBJECTIVE: [redacted] conduct two pilot runnings of the
[redacted] training program for secretaries and administrative
support personnel.

STAT

STAT

RESPONSIBLE OFFICER: [redacted]

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---------------------------------|--|--|---|--|--|---|--------|---|---|--|---|--|
| 1. Conduct first pilot | | | X | | | | | | | | | |
| Conduct second pilot | | | | | | | | | 0 | | | |
| 2. Assess, make recommendations | | | | | | 0 | -----> | 0 | | | | |
| 3. Conduct additional runnings | | | | | | | | | | | 0 | |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/SACTD/ASB

OBJECTIVE: Conduct a contract process course which responds to directorate

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|--|--|--|---|---|---|---|--|--|---|--|---|---|
| 1. Design course in coordination with directorates | | | X | | | | | | | | | |
| 2. Make recommendations to Curriculum Committee and STOs | | | | | | X | | | | | | 0 |
| 3. Conduct pilot runnings | | | | X | X | X | | | 0 | | 0 | |
| 4. Assess pilots and report to Curriculum Committee | | | | | | | | | | | | 0 |

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTB/SACTD

OBJECTIVE: With ITD, review OTE's oral and written communication training with respect to developing a strategic plan for OTE response to future generic and component-specific training requests. A plan will include setting responsibility for designing, presenting, managing, and funding instruction.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ALL ACTIVITIES SLIP ONE QUARTER

1. Meet with IT representatives to develop a plan for accomplishing objective			0									
2. Gather data for future requirements to include: a. Numbers of students b. Pros & cons of generic vs component-specific training						0						
3. Meet with IT to review progress, discuss data and future action						0						
4. Assess and evaluate data									0			
5. Write report w/action plan										0		
6. Submit report to Division Chiefs for review											0	
7. Submit report to Curriculum Committee												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTB/SACTD

OBJECTIVE: Continue the evaluation of computer-based writing materials,
e.g., Sharpening Your Executive Writing Skills, Writing is
Thinking, The HBJ Writer, for use in current courses.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

ALL ACTIVITIES SLIP ONE QUARTER

1. Assess and evaluate purchased courseware	0											
2. Review existing writing courses to determine feasibility and needed resources to integrate courseware				0								
3. Submit recommendations to Curriculum Committee							0					
4. If appropriate, integrate courseware into chosen writing courses										0		

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/CTB/SACTD

OBJECTIVE: Continue to pursue the development of a remedial English program using Computer Based Training (CBT) as the core methodology.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED

QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Review CBTG study on authoring systems					X						
2. Identify external resources experienced with CBT based remedial English programs								0-->0			
3. If appropriate, contract with consultant to develop a program									0-->0		
4. Design program and determine needed resources										0-->0	
5. Submit recommendations to Curriculum Committee											0
6. If appropriate, implement program											0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/PG

OBJECTIVE: Obtain word-processing support for everyone in OTE who needs it,
subject to space and funding constraints

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

DELETE OBJECTIVE DUE TO BUDGET CONSTRAINTS
ALL NEW WANG EQUIPMENT GOING TO ARLINGTON HALL

1. Obtain justifications
from divisions for
additional WANG stations

X

2. Cost out various options

0

3. Determine availability
of space for cabling and for
hardware

0

4. Make recommendations to
Division Chiefs and DTD

0

5. Place order for equipment

0

6. Task ADP Control Officer
and Logistics with final
arrangements for furniture,
power, cabling, installation,
etc.

0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/ADMIN

OBJECTIVE: Identify commercial and government facilities available which would be suitable to meet Agency conferencing and OTE training needs.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

OBJECTIVE DELAYED

1. Get complete listing from OPM of facilities already identified as being available for government use												0
2. Task Divisions with identifying which courses could be conducted at external facilities without security risks												0
3. Coordinate with Office of Security to determine level of effort required to clear external facilities for classified use.												0
4. Make information available to admin offices in other components as well as to OTE units												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/EXO

OBJECTIVE: Triple OTE expenditures on external training for staff

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Identify OTE external training needs via unit submissions			X									
2. Cost out requests						X						
3. Identify funds to be reprogrammed into external training										X		
4. Inform units of increased funding levels						X						
5. Evaluate impact of increased external training												0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/DTE

OBJECTIVE: Increase awards for the recognition of outstanding performance
to approximately 10 percent of OTE employees

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Establish criteria
for selecting recipients
of awards

0

2. Ask units for
nominations

3. Evaluate impact of
increased awards

0

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0 - Scheduled Completion
X - Actual Completion

OFFICE: OTE/WOTS

OBJECTIVE: Refine and standardize the Personal Security Course

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1. Develop OTE staff
(in-house) capability
to conduct all modules
of instruction

0

2. Prepare lesson plans
and lecture outlines for
all scheduled instructional
classroom sessions and
practical exercises

0

STAT

0

0

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O - Scheduled Completion
X - Actual Completion

OFFICE: OTE/WOTS

OBJECTIVE: Develop the Personal Security Course to reach all Agency traveling employees.

RESPONSIBLE OFFICER:

STAT

ACTIVITIES PLANNED	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

- | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|---|
| 1. Obtain Ex Com approval of mandatory attendance by all travelling employees | | | | | | | | | | | | 0 |
| 2. Employ three additional instructors to form two independent teams of four instructors each | | | | | | | | | | | | 0 |
| 3. Design/Conduct the mobile version of the Personal Security Course | | | | | | | | | | | | 0 |

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